

## **Download Instructions for MOCAS**

The table below lists the Column's which will be downloaded. We have included the name of the column, maximum length of the column and a short description of the data that may be contained in the column. The file is comma separated (delimited) between fields. For example, "123456789","ABC","CAGE" is representative of the how the file will be formatted for Contract Number, Call Number and Cage Code. This format is supported by a majority of office automation products(i.e. Excel, Access etc). For example if you save the file with a CSV extension, you can easily bring the file into Microsoft Excel.

<b>Column Name</b>	<b>Length</b>	<b>REMARKS</b>
<b>Contract Number</b>	19	Buying Activity, Fiscal Year, Contract Type, Contract Serial Number, Terminal digits
<b>Call number</b>	6	Supplemental Procurement Instrument Identification Number/Delivery Order/SPIIN
<b>Cage code</b>	5	Contractor and Government Entity Code
<b>Dunns_plus4</b>	13	Duns Company Name and Branch
<b>Check Number</b>	8	Check Number
<b>Voucher Number</b>	10	Assigned voucher number
<b>Invoice Number</b>	22	The invoice number
<b>EFT Number</b>	16	EFT number Please include the RTN
<b>Invoice Issue date</b>	8	Date on the invoice
<b>Payment Date</b>	8	Date paid
<b>Invoice Amount</b>	13	Amount of the invoice
<b>Check EFT Amount</b>	13	Amount of the check or EFT payment
<b>Discount Amount</b>	13	Amount of discount taken
<b>Interest Amount</b>	13	Amount of interest paid
<b>Freight Amount</b>	13	Amount of freight paid
<b>Pay Status</b>	1	Paid=1, Pending=2, Other=3
<b>Reason Code</b>	1	Refer to COINS manual, codes A-L
<b>Remarks</b>	5	Remarks for Reason Code
<b>Pay Method</b>	1	EFT=1, Cash/check/other=2
<b>Invoice Rec. date</b>	8	Date DFAS received invoice
<b>Merch Accept date</b>	8	Date Merchandise was accepted
<b>Paying DSSN</b>	4	Paying Disbursing Station Symbol Number
<b>Tax withheld Amount</b>	13	Amount of tax withheld on payment
<b>Gross Inv. Amount</b>	13	Gross Amount of invoice paid
<b>Shipment number</b>	8	Shipment Number for item being paid
<b>Locator code</b>	2	Defense Contract Management District(DCMD) or the Defense Plant Representative Office(DPRO) or Accounting Office(AO)
<b>Due date</b>	8	Scheduled payment date
<b>Date of Last Action</b>	8	Date of last action
<b>Location Code</b>	4	The code to reference the location of payment office, i.e., Columbus OH
<b>DSSN Check Number</b>	12	The DSSN & Check Number concatenated